

SPECIAL MEETING OF THE LYON COUNTY BOARD OF COMMISSIONERS  
LYON COUNTY GOVERNMENT CENTER, MARSHALL, MN  
August 13, 2002

Meeting called to order by Chairman Fenske. Present: Buysse, Fenske, Gladis (after 9:13 AM), Goodenow, Nelson, County Administrator Lewis and Auditor/Treasurer Van Overbeke.

Fenske – I will add to the agenda a request from the Area Agency on Aging for a letter of support for a grant they are applying for. This is at no cost to the county. It is funded through the State in cooperation with Region 9. Discussion. Goodenow moved, seconded by Nelson to authorize the Chair to sign the letter of support for the Area Agency on Aging for Mid-MN SAIL. Buysse – We never really know what the money goes for. How much goes for the people and how much for administration? Fenske - This is for helping communities develop strategies and plans so this grant is for administration. All voted in favor.

Discussion with Henriksen on budgets.

-Landfill Solid Waste Management Budget Discussed

Henriksen – The fees collected for service have been reduced. The garbage seems to be down except for demo. The funds in Professional/Technical Services will be used for construction, Joel Carlson, well monitoring and a study on future expansion of the landfill to the west. Some funds were built into the budget for land acquisition. Nelson – Anything pertaining to the Lindsley's? Henriksen – No. Lewis – I had a meeting with the Lindsley's and just talked with them. Fenske – I have had complaints again. I talked with Henriksen about it. Benson – On Friday there was rain forecast so the contractors had to do some work to prepare for that. The Lindsley's believe it should be 8 to 5 no matter what, but there are some circumstances that will change that. As we move forward and the weather impacts, I will work with all the parties. Henriksen – The cost of leachate is anticipated to go up. Nelson – When will recycling start? Henriksen – Probably next year.

-Environmental Budget Discussed

Henriksen – This is the only one that has General Revenue tax dollars in it. Some of the grant programs are gone. We are looking into another grant project that would last for about two years.

-Household Hazardous Waste Budget Discussed

Henriksen – Will see an increase in salary because we are moving more of Schroeder's salary into this budget. Disposal cost was increased and I will be requesting fee increases.

-Recycling Budget Discussed

Henriksen – The increase for the contract last year was 1.6 percent and I did about the same for 2003. We are losing some money from the SCORE program. Goodenow – Recycling income is what you are looking at increasing? Henriksen – Yes. I am looking at a \$5 increase. We will also be looking into using something called Dump Dough (an example was handed out).

Discussion with Hammer and Biren on budgets.

-Weed Budget Discussed

Hammer – The budget is basically staying the same, but insurance and salaries need to be added. Fenske – The budget is going up ten percent? Hammer – Putting ten percent of my time and Schroeder's time in the budget. Benson – Marv Rialson was included last year and he was only part time. Van Overbeke – I believe we only had Schroeder at five percent last year and in discussions, it was decided that Schroeder's time should be increased. Goodenow – Insurance will be a little larger also.

-Ditch Budget Discussed

Hammer – Plan to spend 30 percent of my time on ditch. Salaries full and part time did go up a bit. Basically everything else stayed the same. Gladis – With so many splits in salaries and insurance I just hope we have it split up correctly and in the end it all comes out.

Discussion on insurance costs etc.

-Planning and Zoning Budget

Hammer – We are anticipating a little increase in revenue, but that will be taken up by salaries etc. I would like to make you aware of the money budgeted for the ordinance update. Goodenow – This would be a good candidate for reserves since it is a one time cost. Fenske – The board agreed to take the \$18,000 for the ordinance update out of reserves. Benson – The per diems line item has gone up because of the taskforce meetings. Goodenow – Could take some of that out of reserves also. Discussion on number of meetings scheduled. Goodenow – Any expense just for the ordinance update should come out of reserves.

-GIS Budget Discussed with Winter

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Winter – The biggest increase is in professional services. Last year we were still under a grant for the licensing and maintenance agreement, but that has run out and now we will have to pay for it. Also included in the professional services is the website update, funds for printing and funds to allow for internal and external viewing of the GIS. Things have been shifted around a little. Gladis – We are very happy with how GIS has taken off.

Meeting Recessed.  
Meeting Back to Order.

Budgets Discussed with Anderson

-Fairgrounds Budget Discussed

Anderson – We took a percentage of my salary and added it in. Benson – In the past, it was funded totally by the park. Anderson – The Fairground insurance is included so that the Ag Society did not have to pay for it. Lewis – Please comment on the miscellaneous. Anderson – There are not many codes in this fund so this ends up being cleaning supplies, light bulbs etc. Lewis – Should look at breaking it down. Gladis – Could we reduce miscellaneous? Anderson – I think it could be reduced to about \$400.

-Park Budget Discussed

Anderson – You will notice a big decrease in salaries because of the shift. The Park Board has asked for a water softener in the shower building and will need salt to maintain it. There are also funds built in for computer equipment. Fenske – Zero in worker's comp? Anderson – Need to have someone help figure that. Under miscellaneous I left \$500 for the open house, taxes on farm property etc. Fenske – Is the land cash rented? Anderson – No, it is share cropped. Discussion on camping, horse staging area and perpetual annuity. Gladis – What are the part time salaries used for? Anderson – They are used for the tubing hill so it depends if it snows. Benson – Since Anderson is here, would you like to discuss some of the Capital Projects? These were some of the priorities that came out of the planning session that we had with the board last year. Anderson – Master Plan for the Park. The last one was in 1969 and we have pretty much completed it. We would be looking at what we want for Garvin Park. Fenske – Who would be involved with a master plan? Anderson – The last time it was done by a professor that taught park and rec. There are park planners out there. Lewis – We really need to decide which to include in the Capital Improvement Plan and then prioritize them, and then decide when to start. Anderson – The playground equipment is another one. I looked in catalogs for prices. Installation would be done by myself and possibly STS. We also need a soft base and I figured on sand. We will look at grants for this, but most of them have to have matching funds. Discussion. Anderson – Land Acquisition for a campground within the county. This would tie into the trail and Marshall etc. Benson – This has been talked about at the City/County meetings. This could possibly be a joint venture of some kind. We just wanted to get the conversation going. Gladis – I think the park equipment should be a top priority. Discussion. Anderson – Master plan for the Fairgrounds is another project. Benson – Issues relating to the golf course, neighbors across the river, ice facility, etc. need to be addressed. Discussion.

Budgets Discussed with Benson

-Public Works Budget Discussed

Benson – All State Aid projects have not been plugged in. It's really neutral budget-wise because the aid offsets it. We are budgeting for a color copier. We used Human Services for the Land Use Plan and it was broke down all the time so we ended up contracting some of those services. It would be for anyone's use and could be a candidate for the technology fund. Conference/Training has increased. My staff needs some computer training

-Construction

Benson – This year has been a record construction year. Gladis – Prof./Tech fee? Benson explained what the fund is used for. Gladis – Do the funds get used. Benson – Yes, it varies by construction per year. Discuss GPS and surveying.

-Maintenance

Fenske – equipment and machinery are down. Benson – We are not buying a motor grader in 2003. Note that signing supplies have been bumped up. We need to be spending at that \$15,000 level. Gladis – Salt is down? Benson – That is really a moving target, we do have some inventory built up now, but we do have November and December, which can be bad.

-Highway Equipment Maintenance and Shop

Benson – Overtime has been increased. Discussion on miscellaneous line item.

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-Road and Bridge

Benson explained why revenue is a little misleading. Benson – I moved safety out of Road and Bridge. It is a countywide position. It is down a little because of reducing the postage. This will basically cover the contract with Airtech Environmental. The bottom-line is that we are doing pretty well. The budget is under control more than it was when I came. Discussion.

Benson – I would like to discuss the proposed staff person. In all honesty, road and bridge is not getting fifty percent of Carol's time. I would like Nancy to be my accountant, and only my accountant. A lot of Carol's time is taken up with Planning and Zoning. The Fairgrounds will need support and right now we are juggling a lot between Nancy and Carol. We will also be getting a new sign management program that will involve data entry. Discussion.

Discussion on Capital Improvement Plans

- Pavement Management Study discussed.
- Upgrading Railroad Crossings to concrete discussed.
- Water Retention Study extensively discussed.
- E-911 Signage discussed.
- Funding of County Roads discussed.

Lewis – I learned while talking with Intertech about some other charges for the T1 line for the PW Facility. They were at \$318 per month before, but they did not mention the \$1700 installation fee and \$50 per month for two customer service units. I talked with Qwest and they would have an \$1100 installation fee. I did not discuss anything further with Qwest. I did talk to many different parties at Intertech and they will not come down at all in the price. I think the additional expense needs to be approved, or we need to discuss further with Qwest. Fenske – Even though Qwest might be cheaper, I am not comfortable using them. Lewis – We could buy the customer service units, but if we go wireless in the future, we would not need them and it would be difficult to get rid of them. Discussion. Nelson moved, seconded by Goodenow to approve the \$1700 installation fee and the additional \$50 per month charge from Intertech for the T1 line to the PW Facility. All voted in favor.

Lewis – The next thing we would like to discuss is a T1 card. Right now we have an eight-line capacity at the PW Facility. We are questioning whether that will be enough for the current offices and when we get tenants upstairs; it definitely will not be enough. Benson – We have talked to Kulas about this and we could add a T1 card, which would give us up to 24 lines. I am concerned with the possibility of all the lines being busy. We could add it later, but it is probably wiser to put it in now. The cost is \$3,997.97 for the additional equipment. Goodenow – The current system would not handle tenants upstairs. Benson – No. Discussion on cost etc. Goodenow moved, seconded by Gladis to approve the purchase of a 24 line T1 card for the PW Facility. All voted in favor.

Discussion on possible charges for rent for tenants upstairs.

Benson – Some of the building signage is up. We were able to figure out a way to have a sign that actually spelled out Household Hazardous Waste. However, the cost will be about \$2,000 more. It is in the budget. Fenske – We do not have to approve it as long as it is in the budget.

Benson – The interior signage quote is \$6,060.46. We have \$7,500 in the budget. The Building Team requested a particular vendor because they work with you on placement etc. Fenske – Since it is in the budget, we do not have to approve it.

Fenske – The next budget meeting will be on August 27.

Buyse moved, seconded by Gladis to adjourn the special meeting with the next regular meeting being held on August 20, 2002.

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Robert Fenske, Chairman

Attest: \_\_\_\_\_  
Gregory D. Lewis  
Lyon County Administrator